

2. **Omega** - not usually the aggressor or the victim, and
3. **Sigma** - more passive and easygoing

Inmates are housed based on the total score of their classification, and housed accordingly. Inmates with the same personality type are housed together. Kappa and Sigma inmates are not housed together. However, some exception may be made for programming.

Q. What if an inmate disagrees with his/her classification?

- A. Inmates may challenge a classification decision by completing a classification challenge form and submitting it to the Classification Review Officer (CRO). A challenge must be based on one or more of the following: 1) decision was based on insufficient or incorrect information, 2) procedures were not properly followed, or 3) the move to a less-secure classification jeopardizes the inmate's safety or security. The Classification Review Officer's decision is final.

PRIVILEGE MATRIX/O.M.R.

Q. What is the privilege matrix?

- A. The privilege matrix system is a tool whereby inmates can be allowed to demonstrate their ability to govern their behavior in a progressively responsible manner. Privilege levels are progressively more permissive allowing the inmate to have more privileges. The privilege matrix allows for positive reinforcement of manageable inmates by housing unit staff and OMR.

Q. Who reviews the inmate's privileges?

- A. Each facility has an Offender Management Review (OMR) team who meet to look at the inmate's Prison accomplishments, and/or failures. The inmates and the OMR discuss issues of OMR compliance, noncompliance, education, mental health, prison work, abuse of leisure time, security, management/behavior issues, classification reassessments and privilege levels.

Q. What constitutes a privilege?

- A. Privileges include everything from the number of visits and phone calls inmates can have; to how much out-of-cell time or yard time is allowed; to what time they are locked up each night; to how much money they can spend in the commissary; to what type of job they can have; to how they access education, programming, and religious volunteers; to finally, where they eat their meals.

VICTIM RESTITUTION

Q. Is the inmate responsible to pay victim restitution?

- A. Inmates need to understand that if they have a victim restitution obligation they need to pay the obligation as soon as possible. Failure to quickly pay the obligation will cause it to grow beyond the original amount because of the interest rate attached to the obligation. Overtime, the interest will exceed the original amount if no payments are made.

If an inmate has more than one victim restitution obligation, it is possible to have a different interest rate attached to each restitution. Prompt payments would reduce the amounts owed while non-payments would cause the obligations to increase.

Generally, inmates pay victim restitution voluntarily while at the prison due to their limited funds. When they are released on parole the obligation becomes part of the parole agreement and is no longer voluntary. To keep this obligation manageable it is recommended that inmates make voluntary payments while at the prison.

GRIEVANCE / DISCIPLINARY

Q. How does an inmate file a complaint?

A. An inmate may file a complaint through the Prison's grievance process. This process allows the inmate to make an allegation of personal injury, loss or harm caused by the application or omission of a policy or practice by a staff member, inmate action, or incident.

Administration's intent is to resolve grievances at the lowest possible Administrative level. Inmates cannot grieve parole procedures or decisions, disciplinary decisions, or classification decisions. There are other methods to challenge or appeal these decisions.

Q. What happens to an inmate who causes problems at the Prison?

A. Discipline and classification procedures are maintained to reasonably ensure the safety of inmates, staff and visitors/public. An inmate's expected conduct is spelled out in a document called the Inmate Code of Conduct. This "Code" is a list of do's and don'ts for the inmates while incarcerated. When inmates violate this code of conduct, an officer may issue a violation report or a disciplinary report. A hearing is conducted by an independent Inmate Disciplinary Hearing Officer (IDHO) who, while providing the inmate due process, hears the allegation and decides whether the inmate is guilty or not. If the decision is guilty, the Inmate IDHO will dispense an appropriate sanction.

Sanctions may include a verbal reprimand, fines/restitution, additional cell confinement, or privilege restrictions. Inmates who have excessive disciplinaries may have their classification level and/or privilege matrix lowered.

Another option is for the officer to make a referral to the inmate's OMR team to review the inmate's behavior.